


## WisVote Election Checklist II: Post-Primary Election Tasks

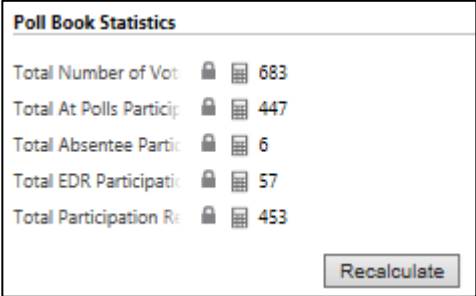
### Spring Primary: February 21, 2017

This checklist covers tasks for the 2017 Spring Primary:

- **Provisional note** - If you do not issue any provisional ballots for the election, there are no required steps on Election night. Check the Provisionals Complete Checkpoint by Friday, February 24, 2017.
- **Update Spring Election** - In the 2017 Spring Election, update the candidate filing status for all candidate records. Leave the primary winner(s) status set as "Approved" and set losing candidates status to "Denied."
- **Late arriving absentee ballots** are no longer allowed for the 2017 Spring Primary. All ballots must be returned in time to be delivered to the polling place no later than 8pm on Election Day in order to be counted.
- Clerks are no longer required to post the number of **outstanding absentee ballots on Election Night**. This is no longer necessary since late arriving absentee ballots cannot be counted.

Tasks to Complete	Details
<input type="checkbox"/> <b>Municipal Clerks:</b> Post Provisional Ballot Information; Transmit unofficial Election Night results to County  <input type="checkbox"/> <b>County Clerks:</b> Post Unofficial Election Night Results on County Website  <b>Deadline: Election Night – February 21, 2017</b>	<p>As soon as possible on Election Night, the municipal clerk must post the number of electors who have cast provisional ballots. This number must be posted at their office and on the internet within 2 hours of votes being tabulated. Municipal clerks must transmit returns, by ward or reporting unit, to the county clerk.</p> <p>County clerks must post all returns on the county website no later than 2 hours after receiving the returns on Election Night.</p> <p>Please verify WEC has the correct link for your results:  <a href="http://www.elections.wi.gov/clerks/directory/county-websites">http://www.elections.wi.gov/clerks/directory/county-websites</a></p>
<input type="checkbox"/> <b>If provisional ballots are issued on Election Day, complete Provisional Step 1 &amp; 2 on Election Night:</b>  <u>Provisional Step 1:</u> <input type="checkbox"/> Record the information from the Provisional Ballot Reporting Form ( <a href="#">EL-123r</a> ) into the WisVote Provisional Tile under the Election  <u>Provisional Step 2:</u> <input type="checkbox"/> Check the Provisionals Complete Checkpoint  <input type="checkbox"/> <b>If a jurisdiction issues zero provisional ballots on Election Day, no action is needed on Election Night.</b> Check the Provisionals Complete Checkpoint in WisVote no later than Friday, February 24, 2017.	<p>To Record a Provisional Ballot in WisVote:</p> <p>Select the Election, click the chevron/dropdown arrow, scroll to the right and then click on the Provisional Ballots tile.</p>  <p>Enter the provisional ballots issued under the appropriate Reporting Unit.</p> <p>Check the Provisionals Complete Checkpoint in WisVote after all of a jurisdiction's provisional ballots have been entered.</p> <p><i>NOTE: If you do not issue any provisional ballots for the election, there are no required steps to complete on Election night. Check the "Provisionals Complete" Checkpoint by Friday, February 24.</i></p>

	For further guidance refer to the WisVote manual: <a href="#">Entering a Provisional Ballot Record, page 2</a>
<u>Provisional Step 3:</u> <input type="checkbox"/> Update Provisional Ballot Information in WisVote	<p>Voters who cast provisional ballots may provide the required documentation no later than 4:00 p.m. on Friday February 24, 2017.</p> <p>Update the information in the 2017 Spring Primary under the Provisional Tile as it becomes available.</p>
<input type="checkbox"/> Record Rejected Absentee Ballots in WisVote  View the Learning Center's new tutorial <a href="#">Manage Absentee Ballots</a>	<p>Record the Absentee Ballots that were rejected at the polling place and provide a rejection reason.</p> <p>If ballots were already marked "Returned – To Be Rejected" in WisVote, nothing further needs to be done. For ballots that were marked "Returned" but then were rejected at the polls, cancel those ballots in WisVote as <u>Rejected at Polls/MBOC</u> and provide the rejection reason.</p>
<input type="checkbox"/> Process Absentee Ballots	<p>Enter any absentee ballots in WisVote that were not entered prior to Election Day.</p> <p>Late arriving absentee ballots are no longer allowed for this election; the new deadline is Election Day. All ballots must be returned in time to be delivered to the polling place no later than 8pm on election Day.</p> <p>Absentee ballots that are returned <b>after</b> the deadline should be cancelled in WisVote as <u>Ballot Returned After Deadline</u>.</p>
<b>Tasks to Complete <u>Within 30 Days</u> After the Election, by March 23, 2017</b>	<b>Details</b>
<input type="checkbox"/> Enter any Late Registrations in WisVote that were not entered prior to Election Day	<p>To record a vote for any late registrations entered after Election Day, run the Post Supplemental Dialog.</p> <p>See WisVote FAQ titled: Add Late Registration Voters to the Post-Supplemental List</p>
<input type="checkbox"/> Record Voter Participation  <input type="checkbox"/> Check the Poll Book Votes Recorded Checkpoint  <b>Deadline: March 23, 2017</b>	<p>Voter participation must be recorded in WisVote no later than 30 days after a statewide or local election. There are two methods of recording voter participation in WisVote:</p> <ol style="list-style-type: none"> <li>1) Manually select voter participation using the poll book grid</li> <li>2) Scan the barcodes associated with voter records on the poll book</li> </ol> <p>Check the Poll Book Votes Recorded Checkpoint in WisVote after a jurisdiction's voter participation records have been recorded.</p> <p>See WisVote manual: <a href="#">Voter Participation, Chapter 6.1</a></p>

<input type="checkbox"/> Enter Election Day Registrations in WisVote  <input type="checkbox"/> Check the EDR Complete Checkpoint  <b>Deadline: March 23, 2017</b>	<p>Election Day Registrations must be entered into the correct Reporting Unit no later than 30 days after a statewide or local election.</p> <p>The EDR Complete Checkpoint is selected after all of your jurisdiction's election day registrations have been recorded.</p> <p>See WisVote manual: <a href="#">Election Day Registration, Chapter 6.2</a></p>
<input type="checkbox"/> Review the Printed Poll Book	<p>Review the poll book for any typographical corrections written in by the election workers. Update voter records in WisVote, if necessary.</p>
<input type="checkbox"/> Review Statistics on the WisVote Poll Book Screen	<p>Review poll book statistics section to ensure the correct number of votes has been recorded. Use the recalculate button if necessary.</p> 
<input type="checkbox"/> Check the Election Closed Checkpoint	<p>Once the election is closed, you will no longer be able to enter any absentee information for the election. In addition to closing your election, WisVote will automatically:</p> <ol style="list-style-type: none"> <li>1) Deactivate all election specific absentee applications</li> <li>2) Mark all not returned ballots as "Ballot Not Returned by Deadline"</li> <li>3) Mark all returned to be rejected ballots as "Rejected at Polls/MBOC"</li> </ol>
<b>Post-Election WEDC Tasks (EL-190NF and EDR Postcards)</b>	<b>Details</b>
<input type="checkbox"/> All Municipalities Complete the <a href="#">EL-190NF</a> Form in WEDC  <b>Deadline: March 23, 2017</b>	<p>The Election Voting and Registration Statistics Report for Non-Federal Elections (<a href="#">EL-190NF</a>) is required <u>within 30 days</u> after an election where a state office or statewide referendum is on the ballot.</p> <p>To assist in gathering information for the <a href="#">EL-190NF</a> WEDC report, an EL-190 Election Statistics Report is now available in WisVote. To access this, click on the Election tile. Select the election. Click on the ellipsis. Select Run Report and then select the EL-190 Election Statistics Report option.</p>

<p><input type="checkbox"/> Enter EDR Postcard Statistics</p> <p><b>Deadline: May 22, 2017</b></p>	<p>The WEC will mail out EDR postcards. Clerks are required, per state law, to enter EDR postcard statistics. These statistics need to be entered within 90 days of the election at which time the WEC will post the information on its website. The clerk shall update on a monthly basis, should information change.</p> <p>A clerk communication with reporting instructions may be found at <a href="http://elections.wi.gov/node/4072">http://elections.wi.gov/node/4072</a></p> <p>You can find the EDR Postcards Fillable Reports on our WEDC website: <a href="https://wedc.gab.wi.gov/">https://wedc.gab.wi.gov/</a> (User name and password the same as WisVote login).</p>
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Please complete the tasks outlined in this election checklist. Contact the WEC Help Desk for assistance at 608-261-2028 or [elections@wi.gov](mailto:elections@wi.gov)